



NCHNL Board Meeting

18 June 2020 – via online meeting

MINUTES

1. Attendance and apologies
 - 1.1. Attendance:
 - Darren Campili (DC)
 - Rob Farquharson (CEO, Secretary)
 - Dr Kenneth Henderson (KH)
 - Prof A C Grayling (Master)
 - Ralph Martin (RM, Chair)
 - Thomas Nedell (TN)
 - Maria Payro (MP, Observer)
 - Dr Deanna Raineri (DR, Vice Chair)
 - Patricia Wood (PW)
 - Martin Smith (ED, Observer)
 - 1.2. Notice of meeting:
 - 1.2.1. Notice of this meeting had been given to all Governors
 - 1.2.2. All the Governors present confirmed that they had no personal interests to disclose matters to be transacted in the meeting in accordance with sections 177 or 182 of the 2006 Act and the Company's articles of association
 - 1.2.3. The meeting was quorate.
2. Minutes of last meeting
 - 2.1. The previous minutes from the 2 April 2020 were **APPROVED**.
3. Matters Arising
 - 3.1. The matters arising from the previous Board meeting were all reported as complete.
4. Chairs Action

- 4.1. There were no Chairs actions to report but it was reported that the search for a new Independent Governor had been stalled due to COVID but that it is still something that needs to be pursued.
5. Coronavirus Update
 - 5.1. The Master, CEO and ED updated the Board about the response of the College to the Coronavirus pandemic. The initial round of exams had finished and had gone smoothly with a second round starting soon. The contingency planning for September was progressing well across a number of fronts and that there was a lot of co-ordination with the NU.in team in Boston. The Faculty were developing online materials to provide a backstop if a second lockdown was needed. The ED explained how recruitment was going well, that currently acceptances were up, but a lot still depended on the willingness/ability of students to attend in September.
6. Master's Update.
 - 6.1. The Master updated the Board further about the focus on finishing the current academic year and then preparations for the next year and how the Faculty were pushing ahead on preparing materials. This work would continue through the summer.
 - 6.2. The Master reported that Academic Board had been reviewing and updating policies as well as the plans to finish the current academic year and prepare for the next.
 - 6.3. He went on to report no major Faculty issues, that morale seemed good and there were no negative student experience issues to highlight over and above the disruptions caused by the pandemic.
 - 6.4. The proposed new programme proposal was reviewed for the BA in Philosophy and Cognitive science for September 2021.

The programme was **APPROVED**.
 - 6.5. **NOTED** – Quarterly Quality Standards Report Update. No significant points of concern were raised.
7. CEO Update
 - 7.1. Operational update:
 - 7.1.1. In terms of teaching space there was a short-term requirement for September due to social distancing (whatever they may be in September). Alongside the contracts with CIEE and Anglo Education more space was being sourced and in terms of lab space London Met had just confirmed that they would be able to provide space in September for NU.in.
 - 7.1.2. The migration to a new LMS (Canvas) was proceeding and currently was going smoothly and as mentioned earlier the move to online delivery was underway. The technology to deliver that and synchronous face to face / remote teaching was being approved with Northeastern and then purchased by Pioneer, NCH's IT contractor.

7.1.3. A risk assessment covering all areas of Health and safety was being drafted and the necessary PPE / cleaning products would be ordered.

7.1.4. Lastly in this area the CEO updated the Board on the solid progress of the Apprenticeship project that was working closely with Colleagues in Boston.

7.2. Regulatory update:

7.2.1. The CEO reconfirmed that the College had now been awarded indefinite TDAP following a letter to the Minister for Higher Education. Also following a change to the Companies Articles, which were included in the Board papers and noted by the Board, the College had been granted charitable status and was registered with the Charity Commission.

7.2.2. The Board noted the annual statement from the OIA that showed that no complaints had been made about NCH by a student to the ombudsman.

7.2.3. The CEO covered the documents which had been circulated to the Board:

- Student Protection Plan
- Financial Management Strategy
- Strategic Plan

These documents were **APPROVED**

8. ED Update

8.1. ED started by saying that the Careers team had been operating during lockdown supporting students and that it had been working with Manny Contomanolis about how to develop Co-ops for NCH students but there were challenges in areas such as getting access to Salesforce and v-mock.

8.2. Redacted – restricted information.

8.3. Redacted – restricted information.

8.4. Redacted – restricted information.

8.5. Lastly, the ED touched on marketing and the fact that the tradename/university title were both on hold due to COVID-19 with the DfE and OfS. He also raised about the use of Northeastern branding on the apprenticeship marketing and KN said he would raise that with the team in Boston.

9. Any other business

9.1. MP said that from the students' perspective the exams went well and that the transition to online had largely been positively received. What was wanted now was clarity about September and the plans for that. ED and the CEO said that now exams were over, communications would go out about next year.

9.2. There being no other business the Chair declared the open agenda had been covered and that the reserved agenda would now be covered.

10. MP left the meeting

RESERVED MINUTES

11. CEO Update

11.1. The CEO started with an operational update;

11.1.1. Redacted – restricted information.

11.1.2. The CEO then touched on the contingency planning and extra costs that could result from it and in particular the delivery of NU.in. There were slides provided with the Board papers which were not go over in detail, but which set out the plans. Now that NU.in appeared to be a more concrete likelihood contracts would need to be signed and the CEO **AGREED** to send a list of requirements to KH.

11.2. The CEO reported on the setting up of the Diversity and Equalities Support Group (DESG) to advise how the College could address the issues highlighted by the Black Lives Matter movement.

11.3. The Board was very supportive of this move and were keen to have the DESG report into the Board from time to time to ensure visibility for their recommendation and support to enact agreed actions.

12. ED Update

12.1. The ED raised the issue of pricing for EU students after Brexit. A proposal from ExCo on this had been circulated with the Board papers. The proposal to raise the EU student fees to the level of International students was **APPROVED**. The ED was asked to proceed on this basis and to look at the legality of residence-based scholarships.

13. Date of next meeting – 8 October 2020

14. There being no other business the Chair declared the reserved agenda had been covered and the meeting closed.

MATTERS ARISING

2 APRIL 2020

Action Number	Action Item	Action Owner	Expected Completion Date	Progress/Update
1	Send information to KH and Ed on Tier 4 changes	ED	ASAP	COMPLETED
2	Share budget mitigation ideas with TN	CEO	June	COMPLETED